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21 October 1958

MEMORANDUM FOR: Members, USIB Ad Hoc Committee on Exchanges

SUBJECT : Terms of Reference for Ad Hoc Committee on Exchanges

1. Because of the unorthodox form of the terms of reference presently in force, it has been suggested that the Committee could take advantage of the USIB instruction contained in USIB-D-1./2, which requires that all committees review their terms of reference. The following is suggested as the basis for the new terms of reference:

A. PURPOSE:

To maximize the intelligence yield from East-West delegation exchanges.

B. ORGANIZATION:

The Committee shall consist of representatives from State, Army, Navy, Air Force, Joint Staff, and CIA. CIA shall provide the Chairman and the Secretariat.

C. FUNCTIONS:

1. To give intelligence advice as fully coordinated within the Committee as feasible on all matters related to exchanges which are of intelligence interest, including particularly the assessment of net advantage from an intelligence standpoint, and the planning of itineraries and other details necessary to successful intelligence exploitation.

2. To serve as a clearinghouse and channel of communication for all action and administrative information bearing on intelligence aspects of exchanges. In this regard the Committee will utilize facilities existing for this purpose whenever possible.

3. To serve as a coordinating mechanism from an intelligence standpoint with respect to selection, briefing and debriefing of personnel (both delegates and hosts) participating in exchanges subject to existing allocations of operating and coordinating responsibility.

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4. To consider the intelligence aspects of exchanges of scientific equipment with Communist Bloc countries for the purpose of furnishing advice to East-West Contacts Staff, Department of State for its use in connection with inter-agency coordination of East-West exchange matters. In this regard the military members shall apprise the Committee of the views of the Department of Defense when recommendations with respect to items having military significance are involved.

5. To prepare and submit appropriate recommendations for the USIB concerning the organization and participation of the intelligence community relating to exchanges.

6. To make reports to USIB, semi-annually or as USIB may direct, concerning the results of exchanges.

2. The above is a suggested draft for review at the 21 October Meeting of the Committee.

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